

**UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF NEW YORK
POSITION VACANCY ANNOUNCEMENT - July 19, 2005**

POSITION TITLE: Intake Clerk

LOCATION: ONE BOWLING GREEN, NEW YORK, NY 10004-1408

SALARY: CL-24 (\$32,769-\$53,240) Depending on Qualifications
With promotion opportunity to CL-25 (\$36,178-\$58,828)

DUTIES AND RESPONSIBILITIES: The Intake Clerk receives and checks incoming documents for conformity with federal and local rules. The documents become the official basis of court actions.

GENERAL EXPERIENCE: Responsible clerical or administrative experience which provided a knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, sorting and distributing mail. Sales, stockroom, office machine operation, and similar types of experience are not creditable, unless the experience involved regular and routine part of the job, the use of clerical practices outlined.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience which involved the regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, or personnel/payroll operations, as well as others.

EDUCATIONAL SUBSTITUTION: Education above the high school level in accredited institutions may be substituted for the general experience on the bases of one academic year (30 Semester or 45 quarter hours) equals nine months of experience.

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, or related field, is considered qualifying for CL 24.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

**Ms. Kathleen Farrell-Willoughby, Clerk of Court
U.S. Bankruptcy Court, SDNY
One Bowling Green
Dept. SBW
New York, NY 10004-1408**

**CLOSING DATE: Until Filled
THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**

UNITED STATES BANKRUPTCY COURT
POSITION DESCRIPTION

POSITION TITLE

Intake Clerk

DEFINITION

The Intake Clerk coordinates incoming documents into the Bankruptcy Clerk's Office and routes them to the appropriate destination, once they have been checked for omissions and errors, and is the initial contact of the Clerk's Office between the general public, litigants, and the bar.

OCCUPATIONAL INFORMATION

A Intake Clerk performs duties and responsibilities such as the following:

1. Receives and examines all bankruptcy petitions, complaints, amendments, appeals, petitions for conversions from one type chapter to another, pleadings and all other documents pertinent to proceedings in bankruptcy, accepting those that conform to the federal and local rules of practice and/or court requirements and returning those that do not conform. Affixes appropriate stamp to originals and copies of papers and routes to appropriate destination. Collects required fees and issues fee receipt.
2. Issues all civil processes such as summonses for service on involuntary cases, summonses and notice of trial for service on defendants in adversary cases subpoenas.
3. Accepts depositions, including foreign depositions.
4. Prepares case file, and adversary proceedings files by affixing case numbers, judge assignment, case title and other pertinent information.
5. Verifies that attorneys are properly admitted to practice before court.
6. Furnishes information at the counter, by telephone, and by letter to members of the general public and the bar regarding the status of bankruptcy actions pending before the court.
7. Has frequent contacts and deals tactfully with the bar and the public who wish to refer to files; sees that requested copies are made and that bills are rendered to appropriate parties.
8. Opens incoming mail and routes to appropriate destination.
9. Furnishes non-legal procedural information and forms to persons desirous of filing petitions, claims and complaints. Furnishes court forms.

ORGANIZATIONAL RELATIONSHIPS

_____An Intake position is typically located in the operations section of a court and reports to the supervisor responsible for that unit.